

CITY OF MARLBOROUGH

Marlborough, MA 01752

MARLBOROUGH PUBLIC LIBRARY

REFERENCE LIBRARIAN - PT

Posting Number: AA#22-01	Date Posted: January 4, 2022
Weekly Hours: 19.5 Hours/Week	FLSA: Exempt
Hiring Rate: \$23.15-/hr.	Bargaining Unit: Non-Union
Step Rate: \$23.15-26.08/hr.	Location: Library

Under the supervision of the Assistant Library Director/Head of Reference, performs a variety of activities providing informational, instructional and reference services for the public. This 19.5 hours per week position has regularly assigned evening and weekend shifts.

Responsibilities include:

- Promotes and provides exemplary customer service to patrons and staff. Provides positive and proactive reference and information services for patrons, using a variety of resources in both print and electronic formats.
- Promotes, advises and assists patrons in selecting, locating, and utilizing library resources.
- Instructs the public in the use of the integrated library system, electronic databases, and Internet and remote digital resources.
- Trains patrons in computer, digital and mobile services and applications. Provides documentation for instruction.
- Produces bibliographic lists and pathfinders. Creates attractive displays to showcase library materials.
- Provides Reader's Advisory Services to library patrons.
- Actively seeks grant opportunities.
- Troubleshoots public and staff computers.
- Assists with collection development for adult collection, and expenditure of budget for materials and services.
- Covers for other departments as necessary or assigned.
- Protects confidentiality of patron records according to library policy and Mass General Law.
- Explains library policies and procedures.
- Maintains collection through shelf reading and weeding.
- Assists in production of marketing materials for programs and services.
- Help promote library services outside the library through community outreach initiatives
- Participates in social media postings according to library policy. Contributes to library web page.
- Works with supervisor to collaborate on providing an array of programs for the public.
- Under the supervision of the Assistant Library Director, provides input to strategic planning and implementation of short and long-term goals. Fulfills other projects as directed or assigned.
- Contributes to statistical reporting for ARIS state report and additional statistics as requested or assigned.
- Monitors safety of the library facility for employees and the public. Responds appropriately to emergencies and keeps supervisor informed of any problematic situation.
- Follows safe work practices.

Qualifications:

Master's in Library Science from an accredited program. MLS candidate considered. Prior customer service desirable. Thorough knowledge of reference and library services, library automation, library technologies and collection development.

To see the full job description: [Reference Librarian - PT](#)

Please forward cover letter and resume to:
hrjobs@marlborough-ma.gov

Position will remain open until filled.